



District of Columbia Retirement Board

Eric Stanchfield, Executive Director

900 7th Street, NW
Fourth Floor
Washington, DC 20001

REQUEST FOR PROPOSALS

SOLICITATION NUMBER: DCRB-14-010

PROJECT SERVER 2013, MS SHAREPOINT 2013 INTRANET DEVELOPMENT AND MOBILE APPLICATION DEVELOPMENT SERVICES

Release Date:	November 27, 2013
Response Due Date:	January 11, 2014 by 5:00 PM EST
Responses submitted electronically to:	Yolanda Smith, Contract Specialist yolanda.smith@dc.gov

Prospective Offerors who have received this solicitation from a source other than the issuing office of the District of Columbia Retirement Board should immediately contact the Contract Specialist and provide contact name and mailing address in order that any amendments or other communication related to the solicitation may be forwarded in a timely fashion. Any Prospective Offeror who fails to notify the Contract Specialist with this information assumes complete responsibility in the event that it does not receive communication about this solicitation before or after the due date.

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II. DESCRIPTION OF NEED

A. OVERVIEW

The District of Columbia Retirement Board (DCRB) is an independent agency of the District of Columbia that administers a \$6 billion public pension program (non-ERISA) for approximately 12,000 active District of Columbia Teachers, Firefighters, and Police Officers (collectively referred to as “Members”). DCRB also provides retirement, disability, and survivor benefits to approximately 14,000 retirees in excess of \$600 million annually. The Agency’s staff consists of approximately 45 employees. The retirement system is funded through a combination of investment income, employee and employer contributions, and is governed by a 12 member Board of Trustees.

In recent years, the DCRB has instituted multiple changes, including shifts from manual to automated processes and other changes in staffing and strategic direction. Currently DCRB’s Office Policies and Procedures are housed in both hard and soft copy form, throughout various office locations, and are often issued and updated via email. Archiving and version control of documents take place on various individual computers and network drives, which cause confusion when current versions are needed. Additionally, the multiple projects in the agency are not currently all coordinated, tracked, or planned in Project Server and Microsoft (MS) SharePoint 2010. As DCRB continues to evolve, and with the profile and technology needs of the agency changing, the adaptation of tools to assist in agency communication and project coordination will be necessary.

B. OBJECTIVES

DCRB is soliciting this Request for Proposals (RFP) to obtain proposals to guide the Agency’s design of a MS SharePoint 2013 driven Intranet farm, a Project Server 2013 upgraded and configured farm, and Mobile applications. The Agency’s goal is to share and communicate Agency information securely among all employees through an Intranet and Mobile applications. For DCRB, the full utilization of MS SharePoint 2013 and Project Server 2013, and the development of an Intranet, would offer improved productivity, assist in project coordination, increase knowledge sharing, and improve the consistency of communication. Finally, Mobile applications will give real time and metric information to executives, department heads and program/project managers, further enhancing both onsite and offsite workplace productivity. The DCRB contemplates issuing one or more Firm-Fixed-Price Level of Effort contracts to one or more offerors resulting from this solicitation for a base period of one year and four-one year options.

DCRB is requesting proposals for services to upgrade and configure our Project Server 2010 environment to Project Server 2013 farm, upgrade and configure its MS SharePoint 2013 Intranet farm, and develop two or more agency Mobile applications. The Agency anticipates Project Server 2013, SharePoint Server 2013 Intranet and the Mobile applications will be developed in tandem and

the integration points between the three solutions will be managed seamlessly. In addition, practices related to security, governance, and disaster recovery are to be established and DCRB staff are to be trained to operate, maintain, and support the projects.

For reference purposes, DCRB's MS SharePoint 2010 enterprise environment is architected in both its Development and Production environments in VMware vSphere 5.1 Standard and Enterprise respectively, utilizing clustered hosts and a storage area network (SAN) for high availability. The environment is currently supported by an application and a database server. MS SharePoint 2010 currently hosts MS Project Server 2010 as a service application, MS Project Server 2010 project sites, Paramount Technologies Workplace procurement sites, and a dashboard for the Board of Trustee's on SharePoint and Mobile environments.

C. SCOPE OF WORK

The DCRB requires Offeror(s) to provide the following services utilizing relevant industry best practices and methods for understanding the agency's current environment, business goals and needs.

The Offeror shall use best practices methods for understanding our current environment, understanding our business goals and needs. A comprehensive requirements document that includes operational processes, governance, architecture, and technical solutions should be completed. Stakeholders will be made available to ensure timely completion of the requirements gather tasks. The Offeror is required to produce the following deliverables: project management plan, requirements document and an adoption strategy. The Offeror will also create a roadmap document that include a strategic approach to for future implementation, configuration, training and reporting recommendations for items NOT addressed during this initial engagement, as appropriate such as how DCRB could leverage SharePoint capabilities.

1. SHAREPOINT SERVER 2013 UPGRADE AND INTRANET DEVELOPMENT

DCRB will build upon its initial investment in Microsoft Project Server by architecting, configuring and migrating from a Project Sever 2010 implementation to the 2013 platform along with creating and maintain a first "official" Intranet portal. DCRB requires the creation of a robust and user-friendly Intranet site by creatively utilizing, mostly, out of the box SharePoint 2013 functionality. As part of a successful launch, DCRB requires the vendor to provide agency documentation and training that incorporates good governance for both staff and administrators on navigation, functionality, and maintenance. DCRB has already met internally to discuss some of the major design layout and out of the box functionality, and plans to further refine the requirements over time. Three years of support and maintenance for this new intranet will also be required, after the initial warranty for implementation.

a) Infrastructure Design and Implementation

This includes architecting, designing and implementation of a SharePoint 2013 farm. Specifically, DCRB requires optimum configuration and functionality of DCRB's SharePoint 2013 based on elements of server setup, disk space usage, user traffic, access permissions, user features, and network impact. The offeror should recommend solutions for fault-tolerant, high availability and disaster recovery when creating the plan and system specifications for a SharePoint 2013 farm. The *Project Server 2013, MS SharePoint 2013 Intranet Development and Mobile Application Development Services*

configuration, installation, and migration of Microsoft SharePoint 2010 to SharePoint Server 2013 should include copying the required site collections databases from the current SharePoint 2010 farm, restoring the databases to the new environment, upgrading the databases, configuring and creating the new intranet environment. The Agency currently runs SQL Server 2008 R2 but is interested in utilizing SQL Server 2012. The Offeror(s) shall coordinate the installation of the SharePoint Server 2013, when the installation and integration of database from the SharePoint 2010 has been tested and is in working order.

The Offeror will coordinate the installation of the SharePoint Server 2013 when the installation and integration of database from the SharePoint 2010 has been tested and is in working order. Offeror(s) are required to produce the following deliverables: architecture diagram and documentation; migrated data in working order; seamlessly working instance of SharePoint Server 2013 Farm in three environments (development, test/stage, production); full working integration with MS Office products; basic mobile connectivity and access; and acceptance test plan document.

b) Intranet Design and Development

The Offeror(s) will plan the architecture of the Intranet including wire framing, navigation structure, site collections, content, and supporting application features. Planning for the Intranet architecture, branding, content migration, custom development and user security should be developed. Further configuration, customization and development will be completed based on the priorities set for implementing out of the box, customized and/or third party features identified in the planning the Intranet design. Consideration for content integration and other required functionality will be configured along with any additional out of the box customization must be included as an optional feature in the Offeror technical and price proposal responses.

c) Content Management and Governance

DCRB recognizes that engaging fresh and well written website content draws users to the Intranet site and gets them interested in participating and keeps them coming back for more. The Offeror is required to develop a content management and governance plan for authoring, approval, retention and maintaining the site's content. The Offeror will also work with content owners to ensure the content is presented in the format that is suitable for business use. Plans for Agency wide content inventory, site navigation and structure will be required.

d) Training and Knowledge Transfer

To ensure full application usage and acceptance DCRB expects that all users will be required to participate in several levels of training and product demonstrations. DCRB will require a solid training plan with course led by Microsoft Certified Trainers (MCT) where applicable for end users, power users, developers, as well as support and maintenance users. Offer(s) will be required to conduct the training outlined in the training plan. The Offer(s) will provide staff technical and support training during the entire project.

e) Documentation

The Offer(s) will develop a documentation plan. The plan will include documenting the installation and configuration of the system in its environment. The system must be documented well enough so as to be reinstalled and reconfigured to last known good operating standards, should it become

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necessary to do so. Online documentation for training and support needs must be developed as well. Other types of documents to be considered include:

- Required scheduled tasks for content and system activity
- Support team and escalation points for various defined activities
- Business process, workflows, document management, data collaboration etc.
- Security and operational requirements
- Project lifecycle documents (weekly status reports, project plans etc.)

f) Maintenance and Support

DCRB will require operational (IT-related) support and maintenance for the system infrastructure as well as application support for end users and administrators. The offer will develop a maintenance and support plan for the SharePoint environment. The plan will follow ITIL best practice standards for supporting the environment. Consideration for routine maintenance tasks such as keeping the system current with security releases, system upgrades, application enhancements as well as custom development will be included in the plan. The Offeror will be required to provide various levels of support identified in the plan.

The Offeror(s) will keep abreast of the latest software updates for the solutions and their environment. Monitoring the Agency's solution environment to ensure that things are running efficiently as well as periodic review and updates to the site features, content and configuration will be required on weekly or monthly basis. Assessments for updates to various documents created in the initial development stages will be delivered in this phase. Usage metrics will be reviewed to ensure that users are engaged in using the system.

g) Weekly Status Reports

The Offeror shall provide a weekly status report to the COTR, architects, and participate in a weekly status meeting with the Program team. The COTR shall schedule and facilitate weekly project team status meetings either onsite and via WebEx. A weekly meeting schedule will be identified during the project kickoff meeting. During the one hour weekly meeting each Contractor PM will be responsible for reporting on the status of their projects.

2. PROJECT SERVER 2013 UPGRADE AND DEVELOPMENT

The upgrade to Project Server 2013 should include creation of a Project Server 2013 farm, copying the required databases from the Project Server 2010 farm, restoring the databases and pertinent projects and project sites to the environment. Along with the upgrades, consideration should be given to configuring project collaboration sites and business intelligence features in tandem with the Intranet and iPod Dashboard. The configuration of the new Project Server environment should include creating Portfolio level process options that lend themselves to optimizing business intelligence custom reporting features. Configuration to the environment should also include plans for the whole Agency to adopt best practices processes around using Project Server in their daily routine and as such Project templates and project management standards must be in place for user acceptance. Any configuration issues in the current environment will be resolved in the 2013 solutions so that all major features such as check-in/out process, leveraging Windows Explorer and integration with Microsoft Office tools are in a useable state.

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In addition the team must be able to design and develop custom web parts leveraging .NET and ASPX/C# for expansion in the intranet zone. The Intranet must be fully designed with a complete set of business requirements, wireframes and approved before programmers start coding for the site, including security models preventing unauthorized access to any critical data. In addition, the system will require integrated Web Services for receiving data, placing in repository and emailing out notifications. To be successful, the system will be designed with up to 5 levels of approval in the workflow and must be customizable by DCRB staff on an as needed basis. The system will require dashboard aggregated from multiple Project and SharePoint sites to be displayed at an executive level.

a) Infrastructure Design and Implementation

The Offeror(s) will plan the architecture and configuration of Project Server including project management templates, project tracking methods, customized configuration (resources, project types, portfolio level definitions and others), navigation structure, content, and supporting application features. Planning for system architecture, installation, configuration, content migration, custom development, security, governance, training and maintenance should be developed in this phase.

The offeror(s) must include in its submission: 1) best practices for securing and securely managing, and maintaining a Project Server 2013 farm; and 2) provisions for access control, data containment, version management, and archiving. The Offeror will coordinate the installation of the Project Server 2013, when the installation and integration of database from the Project Server 2010 has been tested and is in working order. Offerors are required to produce the following deliverables: architecture diagram and documentation; migrated data in working order; seamlessly working instance of Project Server 2013; MS Project 2010 client that is fully integrated with the Project Server Farm in three environments (development, test/stage, production); basic mobile connectivity and access; and acceptance test plan document.

Further configuration, customization and development will be completed based on the priorities set for implementing out of the box, customized and/or third party features identified in the planning phase. Plans for content integration and other required functionality will be configured along with any additional out of the box customization should be included.

The Offeror will coordinate the installation of the Project Server 2013, when the installation and integration of database from the Project Server 2010 has been tested and is in working order. Offeror is required to product the following deliverables during this phase: architecture diagram and documentation; migrated data in working order; seamlessly working instance of Project Server 2013; MS Project 2013 client that is fully integrated with the Project Server; Farm in three environments (development, test/stage, production); basic mobile connectivity and access; and acceptance test plan document.

b) Training and Knowledge Transfer

To ensure full application usage and acceptance DCRB expects that all users will be required to participate in several levels of training and product demonstrations. DCRB will require a solid training plan with course led by Microsoft Certified Trainers (MCT) where applicable for end users,

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power users, developers, as well as support and maintenance users. Offer(s) will be required to conduct the training outlined in the training plan. The Offer(s) will provide staff technical and support training during the entire project.

c) Documentation

The Offer(s) will develop a documentation plan. The plan will include documenting the installation and configuration of the system in its environment. The system must be documented well enough so as to be reinstalled and reconfigured to last known good operating standards, should it become necessary to do so. Online documentation for training and support needs must be developed as well. Other types of documents to be considered include:

- Required scheduled tasks for content and system activity
- Support team and escalation points for various defined activities
- Business process, workflows, document management, data collaboration etc.
- Security and operational requirements
- Project lifecycle documents (weekly status reports, project plans etc.)

d) Maintenance and Support

DCRB will require operational (IT-related) support and maintenance for the system infrastructure as well as application support for end users and administrators. The offer will develop a maintenance and support plan for the Project Server environment. The plan will follow ITIL best practice standards for supporting the environment. Consideration for routine maintenance tasks such as keeping the system current with security releases, system upgrades, application enhancements as well as custom development will be included in the plan. The Offeror will be required to provide various levels of support identified in the plan.

The Offeror(s) will keep abreast of the latest software updates for the solutions and their environment. Monitoring the Agency's solution environment to ensure that things are running efficiently as well as periodic review and updates to the site features, content and configuration will be required on weekly or monthly basis. Assessments for updates to various documents created in the initial development stages will be delivered in this phase. Usage metrics will be reviewed to ensure that users are engaged in using the system.

e) Weekly Status Reports

The Offeror shall provide a weekly status report to the COTR, architects, and participate in a weekly status meeting with the Program team. The COTR shall schedule and facilitate weekly project team status meetings either onsite and via WebEx. A weekly meeting schedule will be identified during the project kickoff meeting. During the one hour weekly meeting each Contractor PM will be responsible for reporting on the status of their projects.

3. DEVELOPMENT OF MOBILE APPLICATIONS

This includes the creation of Mobile applications that will utilize the SharePoint Intranet and Project Server information and present that information in a mobile environment. One of the Mobile

applications will include dashboards with graphical information on project completion, risks and issues, efforts, access to project documents, costs, task progress, available resources, and schedule accuracy. The business unit dashboard will include information on specific benefit related daily business activities such as member calls, cases processed, issues resolved, performance metrics, resource availability, etc. The dashboard will provide senior staff and project management high level insight into the status of their projects and provide for timely updates to the status of the projects.

a) Infrastructure Design and Implementation

The Offeror(s) shall plan the architecture, development and configuration of Mobile applications including setting up SharePoint and Project Server integration, navigation structure, content, and supporting application features. Planning for architecture, coding, installation, configuration, content migration, custom development, security, governance, training and maintenance should be developed. The offeror(s) should recommend and include in its submission best practices for securing and securely managing, and maintaining Mobile applications. Provisions for access control, data containment, version management, and archiving should be included. The Offeror(s) shall coordinate the optimization of the SharePoint sites for mobile integration. The installation and integration of mobile applications along with the SharePoint and Project Server connectivity must be tested and, should operate in an integrated manner.

b) Training and Knowledge Transfer

To ensure full application usage and acceptance DCRB expects that all users will be required to participate in several levels of training and product demonstrations. DCRB will require a solid training plan with course led by Microsoft Certified Trainers (MCT) where applicable for end users, power users, developers, as well as support and maintenance users. Offer(s) will be required to conduct the training outlined in the training plan. The Offer(s) will provide staff technical and support training during the entire project.

c) Documentation

The Offer(s) will develop a documentation plan. The plan will include documenting the installation and configuration of the system in its environment. The system must be documented well enough so as to be reinstalled and reconfigured to last known good operating standards, should it become necessary to do so. Online documentation for training and support needs must be developed as well. Other types of documents to be considered include:

- Required scheduled tasks for content and system activity
- Support team and escalation points for various defined activities
- Business process, workflows, document management, data collaboration etc.
- Security and operational requirements
- Project lifecycle documents (weekly status reports, project plans etc.)

d) Maintenance and Support

DCRB will require operational (IT-related) support and maintenance for the system infrastructure as well as application support for end users and administrators. The offer will develop a maintenance and support plan for the Project Server environment. The plan will follow ITIL best practice standards for supporting the environment. Consideration for routine maintenance tasks such as *Project Server 2013, MS SharePoint 2013 Intranet Development and Mobile Application Development Services*

keeping the system current with security releases, system upgrades, application enhancements as well as custom development will be included in the plan. The Offeror will be required to provide various levels of support identified in the plan.

The Offeror(s) will keep abreast of the latest software updates for the solutions and their environment. Monitoring the Agency's solution environment to ensure that things are running efficiently as well as periodic review and updates to the site features, content and configuration will be required on weekly or monthly basis. Assessments for updates to various documents created in the initial development stages will be delivered in this phase. Usage metrics will be reviewed to ensure that users are engaged in using the system.

e) Weekly Status Reports

The Offeror shall provide a weekly status report to the COTR, architects, and participate in a weekly status meeting with the Program team. The COTR shall schedule and facilitate weekly project team status meetings either onsite and via WebEx. A weekly meeting schedule will be identified during the project kickoff meeting. During the one hour weekly meeting each Contractor PM will be responsible for reporting on the status of their projects.

III. PROPOSALS

A. SCHEDULE OF EVENTS

The following is the schedule of events this RFP process. Dates listed below may be amended as appropriate by DCRB and changes will be made available on its web site-www.DCRB.dc.gov.

Activity	Scheduled Date
Release of RFP	November 27, 2013
Deadline for Questions	December 11, 2013
Pre Proposal Conference	December 20, 2013
DCRB Response to Offeror's Questions	December 20, 2013
Proposal Due Date	January 10, 2014

B. PRE PROPOSAL CONFERENCE

On December 20, 2013, at 10:00 a.m., DCRB will hold a Pre-Proposal Conference with prospective bidders at 900 7th Street, NW, 4th Floor, Washington, DC 20001. The purpose of this conference will be for DCRB's representatives to explain its needs and to receive suggestions and recommendations from those attending. Prospective offerors may submit written questions in advance to Yolanda Smith, via email at Yolanda.Smith@dc.gov, no less than 3 business days prior to the conference. Prospective offerors wishing to attend the conference must contact Ms. Smith no less than 48 hours in advance of the conference to gain access to the event.

A complete record of the conference will be made and posted on the DCRB web site (www.DCRB.dc.gov). Please note that any remarks or explanations at the conference shall not qualify the terms of the solicitation and the terms of the solicitation will remain unchanged unless the solicitation is amended in writing.

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C. POINT OF CONTACT

This RFP is issued by DCRB and is subject to the Board's lock-out rule, procurement and conflict of interest rules. Further, from the issue date of this RFP until a successful Offeror is selected, there shall be no communication by Offerors with any DCRB Board or staff members other than the DCRB designee. Failure to comply with this provision of the procurement will result in Proposal rejection and disqualification.

For all matters and questions relating to this RFP the point of contact is:

Name:	Yolanda Smith
Address:	District of Columbia Retirement Board 900 7 th Street NW; Suite 400 Washington, D.C. 20001
Telephone:	(202) 343-3200 FAX: (202) 566-5000
E-Mail:	Yolanda.Smith@dc.gov

D. QUESTIONS AND RFP AMENDMENT

All Offeror questions must be submitted in writing via e-mail to Yolanda Smith. All questions must include the name of the firm and the name of the submitter. Responses to all questions received in proper time frames will be made in writing and made available at www.dcrb.dc.gov.

Questions will not be accepted via telephone. No oral communication provided by any DCRB staff will be considered binding on DCRB.

Any interpretation, correction or change to this RFP will be made by an amendment issued by DCRB. Interpretations, corrections or changes to the RFP made in any other manner will not be binding.

No amendments will be issued by DCRB within 48 hours of the final submission date and time without a corresponding extension of the submission deadline.

E. PROPOSAL PREPARATION

1. GENERAL

To expedite the evaluation of Offeror responses ("Proposals"), it is essential that Offerors follow the format and instructions contained herein. Failure to respond in this manner may render the proposal, at the sole discretion of DCRB, as unresponsive or otherwise unacceptable and may result in disqualification and the elimination of the Offeror from consideration.

DCRB will not be liable for any costs incurred by the respondents in preparing responses to this RFP or for negotiations associated with award of a contract.

It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. DCRB reserves the right to reject any late arrivals.

All Proposals submitted become the property of DCRB and may be subject to public disclosure under the Freedom of Information Act.

2. SUBMISSION OF PROPOSALS

Offerors may submit proposals to one or more of the three activities identified in this solicitation:

1. SharePoint Server 2013 Upgrade & Configuration, Intranet Development
2. Project Server 2013 Upgrade and Configuration
3. Development of Mobile Applications

Each proposal must clearly identify the specific DCRB activity for which the offeror wishes to be considered and the solicitation number.

Offerors must prepare and submit both a technical proposal and a price proposal separately. Individual proposals combining more than one activity will not be considered.

Offerors must include in each submission a clear and concise description of how the offeror will coordinate the development and delivery of the multiple activities and, if partnering with a vendor selected to satisfy another activity, how they will work cooperatively with the DCRB and other vendors(s).

Offerors may use subcontractors but the prime contractor must seek DCRB's consent to subcontract.

Offerors are responsible for submitting the proposal, and any modification, or revisions, so as to reach the DCRB office designated in the solicitation by the time specified in the solicitation.

All proposals shall be submitted to the Point of Contact identified in this solicitation in their entirety.

An initial validation of all proposals received will be conducted, before they are distributed for evaluation, to ensure that all the requirements for format, content, and page limits established in the solicitation have been met.

The DCRB reserves the right to reject any proposal that does not substantially comply with these proposal preparation/submission instructions.

3. WITHDRAWAL/MODIFICATION(S) OF PROPOSALS

The Offeror or an authorized representative may withdraw proposals by written notice received at any time before award. The withdrawal is effective upon receipt of notice by the Contracting Officer. Proposal modification is a change made to a proposal before the solicitation's closing date-and time, or made in response to an amendment, or made to correct a mistake at any time before award.

Proposal revision is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

The Offeror must propose to provide all items in order to be deemed responsive to this solicitation.

1. The Offeror shall submit the proposal in response to this solicitation in English.

2. The Offeror may submit modifications to the proposal at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
3. The proposal may be withdrawn at any time before award.
4. Proposals received in response to this solicitation will be valid for up to 120 days from the receipt of the proposal.

4. METHOD OF PROPOSAL SUBMISSION

The Offeror's proposal must be submitted electronically via email no later than 5:00 PM Eastern Standard Time on January 6, 2014. Offerors must comply with the detailed instructions for the format and content of the proposal (s); if the proposal(s) does not comply with the detailed instructions for the format and content, the proposal(s) may be considered non-responsive and may render the Offeror ineligible for award.

Name:	Yolanda Smith
Title	Contract Specialist
Address:	District of Columbia Retirement Board 900 7 th Street NW; Suite 400 Washington, D.C. 20001
Telephone:	(202) 343-3200 FAX: (202) 566-5000
E-Mail:	Yolanda.Smith@dc.gov

5. Proposal Format

To maximize efficiency and minimize the time for proposal evaluation, it is required that the Offeror submit the proposal in accordance with the format and content specified herein. The electronic proposal shall be prepared so that if an evaluator prints the proposal it meets the following format requirements:

1. 8.5 x 11 inch paper · Single-spaced typed lines · No graphics or pictures other than those required · Tables are allowed for the list of key personnel · 1 inch margins · Times New Roman 12-point Font in text · No hyperlinks · Microsoft Word 2003 software or later version· The Offeror shall insert their company's name in the filename; all files named with the file extension .doc ·Supporting Pricing Data shall contain spreadsheets in Microsoft Excel 2003 software, with all files named with the file extension xls.
2. Information provided on any other sized paper besides 8.5 x 11 inch paper, will not be evaluated. Instructions regarding use of certain electronic products listed herein should not be construed as DCRB endorsement of specified products.
3. Page Numbering: The Offeror shall use a standard page numbering system to facilitate proposal references. Charts, graphs and other insert materials shall be page-numbered as part of the page numbering system.
4. Page Limitations: The technical proposal, not including title pages, cover pages, and introductions cannot exceed 25 pages. When both sides of a sheet display printed material, it

shall be counted as two pages. Included in the page count are separate pages providing graphics, charts, illustrations and pictures.

5. Cover Page, and Table of Contents: Each proposal will include a Cover Page and a Table of Contents. The Cover Page shall identify the solicitation number and title, and the Offeror's name. The Table of Contents shall identify, by content, the page number of each section of the proposal.

6. ***Restriction on disclosure and use of data***

If the Offeror includes in the proposal data that it does not want disclosed to the public for any purpose, or used by the DCRB except for evaluation purposes, the Offeror shall:

1. Mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the DCRB and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this Offeror as a result of, or in connection with, the submission of this data, the DCRB shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the DCRB right to use information contained in this data if it is obtained from another source without restriction."

2. Mark each sheet of data it wishes to restrict with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal"

7. ***PROPOSAL ORGANIZATION***

The proposal shall be limited to the following:

a) Cover Letter

The proposal must include a cover letter signed by an individual legally authorized to bind the respondent to both its technical and price proposals. The cover letter should contain the solicitation number, name, title, address, email address, and phone number of the person(s) who are authorized to represent the Offeror and to whom DCRB should direct follow-up correspondence. The cover letter should also state for which activity the Offeror is submitting a proposal:

- a. SharePoint Server 2013 Upgrade And Intranet Development
- b. Project Server 2013 Upgrade And Development
- c. Development of Mobile Applications

(Additionally, you may want to ask for the name, title, and telephone number of the CEO, Division President, and/or Vice President, etc. The SSA may request these in order to contact his/her counterparts when notifying the successful and unsuccessful offerors of the award decision.)

b) Key Personnel:

The Offeror must include the following information about each of the key personnel and the primary contractor who will be *substantially devoted to one or more of the tasks throughout the period of performance* the DCRB activity for which it is submitting a proposal:

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- a. Individual's Name
- b. Individuals Role and Responsibilities (see Project Team for examples)
- c. Task Area that individual will be supporting
- d. Years of Professional Experience in the area he/she will be supporting
- e. Highest Degree Attained/Degree Area
- f. Professional Certifications
 - i. **SharePoint:** Organization Level: Microsoft Partner with Gold or Silver Certifications in Collaboration and Content, Application Development Solution Administrators with MCSE in SharePoint
 - ii. **Project Server:** Organization Level: Microsoft Partner with Gold or Silver Project and Portfolio Management Certification. Trainers and Solution Administrator: Project Management Professional (PMP) certified by PMI

The DCRB *anticipates* the offeror's team will consist of the following types of roles: Project Coordinator, Solution Administrator, Solution Trainer, Solution Graphics Designer, SharePoint Designer, Solution Content Manager, Solution Developer, and Business Analyst.

c) Organizational and Consultant Conflict of Interest (OCCI) Mitigation Plan

Offerors shall identify any and all potential or actual conflicts of interest. This includes actual or potential conflicts of interest of proposed subcontractors. If it is believed that conflicts of interests are either real or perceived, a mitigation plan shall be developed and submitted to the Contracting Officer as part of your proposal submission. The Offeror's plan shall describe how the Offeror addresses potential or actual conflicts of interest and identify how the Offeror will avoid, neutralize, or mitigate present or future conflicts of interest.

Offerors must consider whether their involvement and participation raises any OCCI issues, especially in the following areas when:

1. Providing systems engineering and technical direction
2. Preparing specifications or work statements and/or objectives
3. Providing evaluation services
4. Obtaining access to proprietary information

If a prime Contractor or subcontractor breaches any of the OCCI restrictions, or does not disclose or misrepresents any relevant facts concerning its conflict of interest, the DCRB may take appropriate action, including terminating the contract, in addition to any remedies that may be otherwise permitted by the contract or operation of law.

d) Performance Work Statement (PWS)

The offeror must prepare and submit a PWS for the specific activity for which it is submitting a proposal and wishes to be considered for award. Please note the DCRB has adopted the Project Management Institute Project Management Body of Knowledge as its standard and offerors should use this framework when preparing their response to this section.

Each PWS, at a minimum, must include:

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1. A clear description of how the offeror's PWS meets the DCRB's a) business, b) technical, and c) management objectives, as described on C. Scope of Work, including but not limited to:
 - a. Initial assessment of the current state
 - b. Development, design and customization plan
 - c. Installation and implementation plan
 - d. Monitoring and controlling the approved installation and implementation
 - e. Training and deployment plan
 - f. Maintenance and support plan
2. Identification of all assumptions and constraints
3. Identification of all risks associated with this effort including a 1) qualitative assessment of risk based on probability and impact and 2) an approach for mitigating each identified risk
4. Major project milestones
5. Work Breakdown Structure
6. Identification of all major tasks and subtasks identified by
 - Task/Subtask number
 - Task/Subtask description
 - Task/Subtask milestone
 - Task/Subtask objective performance measure
7. Description of how the offeror will establish and maintain a quality assurance system

e) Past Performance:

The documentation shall be organized as follows and shall, at a minimum, provide the following:

The Offeror shall identify three (3) contract efforts conducted within the last three years or work that is ongoing. The contracts identified should demonstrate in-depth knowledge and successful implementation of the DCRB activity for which it is submitting the proposal, of similar size and scope and relevance to this solicitation. The identified contracts can be with Federal, District of Columbia, commercial or other customers.

For each contract, the Offeror shall identify the following the 1) Program Manager (PM) and 2) Contracting Officer (CO). The Offeror shall provide the current address, phone number, FAX number, and email address for each customer POC.

For each of the contract efforts identified, the Offeror shall provide the following narrative information:

1. Description of how the scope for this contract/task order relates to this effort in size and scope and relevance.
2. Description of the significant achievements, challenges or obstacles that were encountered during contract performance and the measures taken to overcome them.
3. Description of achievements against the most recent period for which performance measures have been applied to each contract. The performance measures should be specific and show the target performance levels that are set forth under the applicable contracts as well as the level of performance achieved.
4. The names and roles and responsibilities of the individuals performing the work described.

5. Description of how the offeror will work collaboratively in executing the work with DCRB and other contractors who would be responsible for other activities. DCRB reserves the right to use contract performance data provided in the Offeror's proposal and contract performance data obtained from other sources as part of its evaluation process.

F. SECURITY

Offerors shall describe:

1. Security processes that are sufficient to access, control, and safeguard sensitive and/or classified material, and/or to,
2. Support a secure development environment, including facility and personnel clearance management processes;
3. How these processes and procedures will be applied to the requirements of this proposal;
4. Description of the assumptions on which the contractor based the security proposal.

Failure to receive a passing evaluation will disqualify the proposal for award.

G. PRICE PROPOSAL

DCRB anticipates awarding one or more firm-fixed price level of effort (labor hour) contracts to one or more vendors. After contract award, DCRB anticipates issuing a series of Task Orders describing specific tasks/deliverables to be performed and negotiated between the DCRB and the awardee(s). Offerors are to complete and submit price proposals using the following matrix. Offerors, based on the work described in this solicitation should determine the appropriate labor hour categories consistent with their proposed methodology and technical approach and DCRB's needs.

Price determination will be based on the total combined price for the: 1) one year base period and 2) all option periods.

An Offeror's proposal is presumed to represent its best efforts to respond to the solicitation. Any inconsistency between promised performances, the technical/management proposal, identified personnel resources, and price must be explained in the proposal. For example, if the intended use of new and innovative techniques is the basis for an unusually low estimate, the nature of these techniques and their impact on cost or price shall be explained; or, if a corporate policy decision has been made to absorb a portion of the estimated price, that must be stated in the proposal. Any inconsistency, if unexplained, may raise a fundamental question of the Offeror's understanding of the nature and scope of the work required and may adversely impact the Offeror's standing upon evaluation. The burden of proof as to cost/price credibility rests with the Offeror. Unrealistically low prices may indicate an inability to understand requirements and a high-risk approach to contract performance. Accordingly, the DCRB may consider the findings of such an analysis in evaluating an Offeror's ability to perform and the risk of its approach.

Price information of any kind shall only be included in this section.

Name of Activity: _____

1. Base Period of Performance

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Anticipated Deliverable(s)	Estimated Level of Effort in Hours	Labor/Hour Categories and Rate	Estimated Deliverable Cost
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
Total			\$

2. Optional Periods of Performance

For each of the four (4) option periods, Offerors should prepare and submit the following matrix:

Option Period: ____

Service	Estimated Level of Effort in Hours	Labor/Hour Categories and Rate	Estimated Deliverable Cost
Additional Share Point Functionality			\$
Training of Staff			\$
Records Management			\$
Software Upgrades			\$
Additional Mobile Applications Creation			\$
Total			\$

DCRB will base its award on its analysis of both the offeror's technical and cost proposals with the technical proposal being given more weight. The offeror shall include option year prices in its submission. A proposal may be determined to be nonresponsive if it does not include option year pricing.

DCRB reserves the right to not make an award.

Cost proposals shall be no more than four (4), excluding a cover page. Pages exceeding this limit shall not be considered or evaluated.

Each cost proposal shall address the following in support of their proposal in narrative:

- (a) Fee structures for other public agency clients and any reduced fees offered to other municipalities, governmental entities or nonprofit firms.

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- (b) Information on how you propose to keep track of, and charge for, any expenses. (Incidental office expenses will not be reimbursed for this work. No fees or expenses will be paid for travel time or mileage). Include in your proposal any assumptions on which your hourly fee is based.
- (c) A certification that the proposed hourly rates do not exceed the lowest hourly rates charged to any entity of the District of Columbia or any Federal, State, or local government entity for performing similar types of work of similar size scope.
- (d) A certification that if, subsequent to award of a contract, hourly rates charged to any District of Columbia, Federal, State, or local government entity for performing similar types of work become lower than the hourly rates specified in the contract, the contractor shall promptly notify DCRB and substitute the lower hourly rates for all future work.

DCRB is subject to the annual appropriations process of the District of Columbia government that culminates in an appropriation act passed by the U.S. Congress and signed the President of the United States. Funds for the base period and additional option period(s) are subject to the availability of funds.

H. EVALUATION OF PROPOSALS

1. Basis for Award

This procurement will be awarded on a Best Value basis. The DCRB will not make an award to an Offeror if the DCRB makes a determination that an Offeror does not have the technical capability of successfully performing the work contained in this RFP and the resulting PWS.

Best Value determination will be reached by comparing the differences in the value of the four technical factors with the differences in the prices proposed. In making this comparison, the DCRB is more concerned with obtaining superior services than lowest overall price. However, the DCRB shall not make an award at a significantly higher overall price to achieve only slightly superior service.

The proposals will be evaluated by the DCRB Source Selection Evaluation Board (SSEB) who will provide their consensus recommendations to the DCRB Contracting Officer who will then make the final best value determination.

The DCRB reserves the right to award this effort based on the initial offers received, without discussion of such offers. Accordingly, each initial offer should be submitted on the most favorable terms from a price and services standpoint which the Contractor can submit to the DCRB. The DCRB may select more than one (1) Contractor for this effort. However, the DCRB also reserves the right to award no contract at all, depending on the quality of the proposal(s) submitted, the availability of funds, and other factors.

2. TECHNICAL EVALUATION CRITERIA

The combined technical factors have greater weight than price with price becoming more important as proposals are deemed to be increasingly equal based on the technical factors.

The relative weight of the technical factors is in the following descending order of importance:

1. Performance Work Statement
2. Past Performance
3. Technical Approach and Methodology
4. Assigned staff experience including professional certifications and available resources

3. Technical Evaluation Rating

Technical proposals will be evaluated by use of an adjectival rating system methodology. Security will be evaluated on a separate methodology as follows: Each responsive proposal must receive a “pass” on its security rating to be considered for award. Any proposal that receives a “fail” rating on its security submission will no longer be considered for award.

The evaluation methodologies will allow the SSEB to identify and clearly describe strengths, weaknesses, deficiencies, and risks associated with each proposal. The definitions for each rating are as follows:

Adjectival Rating System	
Adjective	Description
“Deficiency”	A material failure of a proposal to meet the minimum acceptable level of performance or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful performance to an unacceptable level.
“Significant Weakness”	A flaw in the approach that appreciably increases the risk of unsuccessful performance.
“Weakness”	A flaw in the approach that increases the risk of unsuccessful performance.
“Strength”	A significant aspect of the Offeror’s approach that exceeds the acceptable level of quality, and provides a useful capability that can be included in Task Order proposals.
“Significant Strength”	An outstanding or exceptional aspect of the Offeror’s approach that appreciably exceeds the acceptable level of quality, and provides a useful capability that can be included in Task Order proposals.

4. SECURITY RATING SYSTEM

Security Rating System	
Pass	The security aspects of the Offeror’s approach include no deficiencies or weaknesses. The processes described appear sufficient to safeguard DCRB sensitive and to support a secure development environment, including facility and personnel clearance management processes.
Fail	The security aspects of the Offeror’s approach may include either deficiencies and/or weaknesses. The processes described do not appear sufficient to safeguard DCRB sensitive material, nor to support a secure development environment, including facility and personnel clearance management processes.

5. APPLICATION OF PREFERENCES

For evaluation purposes, the allowable preferences under this section shall be applicable to contractors as follows:

- Any contractor that is a small business enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) will receive a three percent (3%) reduction in the proposal price for a proposal submitted by the SBE in response to this Request for Proposals (RFP).
- Any contractor that is a resident-owned business (ROB) certified by DSLBD will receive a five percent (5%) reduction in the proposal price for a proposal submitted by the ROB in response to this RFP.
- Any contractor that is a longtime resident business (LRB) certified by DSLBD will receive a five percent (5%) reduction in the proposal price for a proposal submitted by the LRB in response to this RFP.
- Any contractor that is a local business enterprise (LBE) certified by DSLBD will receive a two percent (2%) reduction in the proposal price for a proposal submitted by the LBE in response to this RFP.
- Any contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive a two percent (2%) reduction in the proposal price for a proposal submitted by the DZE in response to this RFP.
- Any contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive a two percent (2%) reduction in the proposal price for a proposal submitted by the DBE in response to this RFP.
- Any contractor that is a veteran-owned business (VOB) certified by DSLBD will receive a two percent (2%) reduction in the proposal price for a proposal submitted by the VOB in response to this RFP.
- Any contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive a two percent (2%) reduction in the proposal price for a proposal submitted by the LMBE in response to this RFP.

Any offeror seeking to receive preferences on this solicitation must be certified at the time of submission of its quote. The CO will verify the offeror's certification with DSLBD, and the offeror should not submit with its quote any documentation regarding its certification as a certified business enterprise.

Any offeror seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

<p>Department of Small and Local Business Development ATTN: CBE Certification Program 441 Fourth Street, NW, Suite 970N Washington DC 20001</p>

IV. GENERAL TERMS AND CONDITIONS

A. RESERVATIONS

DCRB reserves the right to reject any and all offers.

DCRB is not liable for any expense incurred in the preparation, delivery or presentation of Proposals in response to this RFP.

If, prior to execution of any contract, subsequent information or circumstances indicate that such contract is not in the best interest of DCRB, the right is reserved to rescind the offer and either award the contract to another Offeror or reject all responses.

B. CONFIDENTIALITY

Confidential Information is any and all information which is proprietary, confidential, secret or otherwise, not generally known to the public, including personal and identifying information concerning participants in the Retirement Funds. Confidential Information shall not include information which, as established by credible evidence: (a) is or becomes public knowledge without any action by, or involvement of, the party receiving the Confidential Information hereunder: (b) is independently developed by the receiving party without the use of the other party's Confidential Information: (c) is already known to the receiving party at the time of disclosure under this Contract without restriction of confidentiality: (d) is disclosed to the receiving party by a third party who is entitled to disclose it without restriction of confidentiality: or (e) the disclosing party subsequently approves for disclosure without restrictions.

Each party, on behalf of itself and its employees and agents, agrees that it and its employees and agents: (a) shall not use any Confidential Information of the other party for any purpose other than to perform its obligations under this Contract; and (b) shall keep and maintain all Confidential Information as strictly confidential and shall not directly or indirectly transfer or otherwise disclose any such Confidential Information to any third party other than those of its employees with a need to have access thereto. Each party shall cause those of its employees and agents receiving Confidential Information of the other party to observe the terms of this Paragraph 3.02. Each party shall be responsible for any breach of this Paragraph 3.02 by any of its employees or agents.

A party shall not be liable for the disclosure of any Confidential Information if the disclosure is: (a) required by law, regulation or legal process and uses reasonable efforts to obtain assurances that, if possible, confidential treatment will be accorded such Confidential Information or (b) inadvertent despite the exercise of the same degree of care as that party takes to preserve and safeguard its own Confidential Information, provided that upon discovery thereof that party takes all reasonable steps to retrieve the inadvertently disclosed Confidential Information and that such inadvertent disclosure will not relieve that party from its continued adherence to the terms and conditions of this Paragraph 3.02.

The successful Offeror will be required to execute and submit Confidentiality & Security Agreements governing the privacy of records and records management before service contract award. All staff members assigned to the project in any capacity will be required to sign statements of confidentiality
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in order to participate in the project. The Offeror must certify that criminal background checks have been conducted on all staff participating in the project.

C. SOLE PROPERTY

All deliverables, reports, and documents produced in the performance of this Contract shall be the sole property of DCRB. The Offeror shall make no distribution of work specifically produced for DCRB under this Contract to others without the express written consent of the agency. The Offeror agrees not to assert any rights at common law or in equity or establish any claim to statutory copyright in such reports.

D. CONTRACTUAL REQUIREMENTS

Offerors are each responsible for complying with all statutory provisions applicable to doing business in the District of Columbia and with DCRB; however, such compliance does not limit the DCRB to any rights or remedies available to DCRB under other general, state or local laws.

The terms, conditions, and specifications of the RFP, the successful Offeror's response, the completed and executed Service Agreement, and all RFP amendments (if any) will comprise the entire contract between DCRB and the successful Offeror.

E. CONTRACT TERM AND OPTION PERIOD(S)

The term of the contract shall be for a base period of one year from date of award specified in *Article II. Description of Needs*.

DCRB's Chief Contracting Officer may extend the term of the contract for a period of four (4) one year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that DCRB will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit DCRB to an extension. The exercise of any option is subject to the availability of funds at the time of the exercise of the option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Chief Contracting Officer prior to expiration of the contract.

If DCRB exercises contract option(s), the extended contract shall be considered to include this option provision. The price for the option period(s) shall be as specified in the Price Proposal and is subject to negotiations. The total duration of the contract, including the exercise of any options under this clause, shall not exceed five (5) years.

F. CANCELLATIONS

In the event provisions of this RFP are violated by Offeror(s), DCRB may give written notice to the Offeror(s) stating the deficiencies. Unless deficiencies are corrected within five (5) working days, DCRB reserves the right to issue an immediate termination notice in writing to the Offeror(s).

DCRB reserves the right to require personnel changes at any time during the term of the support contract. Such a request shall be issued in writing by DCRB and the Offeror shall have five (5)

business days to provide a substitute acceptable to DCRB. Failure to do so shall result in DCRB issuing and immediate termination notice in writing to the Offeror.

G. DCRB RESPONSIBILITIES

DCRB will provide the Contractor(s) with VPN access to the express software systems needed to perform work on the resulting contracted task(s). If necessary, DCRB will also provide office space, furnishing, supplies, and a telephone at its onsite offices. Access to the agency's IT systems, will be provided to the awarded contractor's staff.

DCRB will provide, as needed, appropriate access to computer applications and documents to the Offeror's staff in accordance with IT and data security procedures. Any damaged or unreturned materials provided by DCRB for performance of work on a resulting contract will be billed to the Contractor(s).

H. SECURITY AND BACKGROUND CHECKS

Due to the sensitive nature of the information that the Offeror's staff will be supporting, a background check shall be performed on all personnel and employees who are assigned to work on this contract. The Offeror shall not assign anyone to work on this contract and shall immediately remove from work on this contract anyone who has been convicted within the past seven years of fraud or any felony or who is currently under arrest warrant. Any exceptions to this provision must be approved in writing by the Contracting Officer.

The background check must be returned in a favorable status prior to the Offeror's staff commencing work on this contract. The background check shall be performed by the District of Columbia's Metropolitan Police Department located at 300 Indiana Avenue, N.W., Washington, DC 2001. The cost of the background check is \$35.00 per individual and must be paid directly by Offeror.

In addition to the aforementioned requirement, Offeror shall provide a risk mitigation plan, including but not limited to, the processes employed by the Offeror to provide data and personnel security in compliance with Privacy Act of 1974, 5 U.S.C. § 552a, and the Department of the Treasury's system of records notice TREASURY/DO .214 Fed Reg. 46284 (2005). The Offeror shall provide as part of the risk mitigation plan how it will meet the requirements of DCRB's Personally Identifiable Information (PII) Policy included as Appendix A by providing the following:

- A list of the anticipated threats and hazards that the contractor must guard against;
- A description of the safeguards that the contractor must specifically provide; and
- Requirements for a program of Government inspection during performance of the contract that will ensure the continued efficacy and efficiency of safeguards and the discovery and countering of new threats and hazards.

Offeror and all personnel working on this contract must sign a confidentiality statement provided by DCRB as prescribed above in Section B. CONFIDENTIALITY.

I. INSURANCE REQUIREMENTS

The Offeror selected for contract award shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Offeror shall have its insurance broker or insurance company submit a Certificate of Insurance to the DCRB giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the DCRB. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Offeror shall require all of its subcontractors, if applicable, to carry the same insurance required herein. The Offeror shall ensure that all policies provide that the DCRB shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Offeror shall provide the DCRB with ten (10) days prior written notice in the event of non-payment of premium.

- a. Commercial General Liability Insurance. The Offeror shall provide evidence satisfactory to the DCRB with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the DCRB as an additional insured, shall be primary and non-contributory with any other insurance maintained by the DCRB, and shall contain a waiver of subrogation. The Offeror shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.

The Contractor shall carry all required insurance until all contract work is accepted by the DCRB, and shall carry the required General Liability; any required Professional Liability insurance for five (5) years following final acceptance of the work performed under an awarded contract.

These are the required minimum insurance requirements established by the District of Columbia.

HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE OFFEROR'S LIABILITY.

The Offeror and subcontractors, if applicable, are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the DCRB.

The DCRB shall not make any separate measure or payment for the cost of insurance and bonds. The Offeror shall include all of the costs of insurance and bonds in the contract price.

The Offeror shall immediately provide the DCRB with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.

The Offeror shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Name:	Yolanda Smith
Title	Contract Specialist
Address:	District of Columbia Retirement Board 900 7 th Street NW; Suite 400 Washington, D.C. 20001
Telephone:	(202) 343-3200 FAX: (202) 566-5000
E-Mail:	Yolanda.Smith@dc.gov

The Offeror agrees that the DCRB may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.